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ABSTRACT

This study is intended to make more widely known and understood the basic problems involved in ensuring preservation and access to an invaluable informational and cultural resource--the archives of non-governmental institutions and organizations. It is based on a survey of the current situation in 28 selected Unesco member states regarding the acquisition, preservation, arrangement, description, and access to the principal categories of private archives, including those of business and labor organizations, cultural and scientific institutions, estates, and families. Of the 65 questionnaires mailed to institutions, records offices, libraries, and museums thought to have holdings of private archives and manuscripts, 39 were returned. The findings of the survey are analyzed to determine trends, needs, and problems, with special reference to the needs of developing countries. The study concludes with recommendations for action at the national, regional, and international levels to assist in ensuring more comprehensive and effective preservation and administration of private archives. Appended are the questionnaire form and an annotated bibliography of writings used and consulted in the preparation of the study. (DMC)

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THE PRESERVATION AND ADMINISTRATION OF PRIVATE ARCHIVES:

A RAMP STUDY

prepared by

Rosemary E. Seton

General Information Programme and UNISIST

United Nations Educational,
Scientific and Cultural Organization

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PREFACE

The Division of the General Information Programme of Unesco, in order to better meet the needs of Member States, particularly developing countries, in the specialized areas of records management and archives administration, has developed a long-term Records and Archives Management Programme - RAMP.

The RAMP programme reflects the overall themes of the General Information Programme, and thus includes projects, studies, and other activities intended to :

1. Promote the formulation of information policies and plans (national, regional and international).
2. Promote and disseminate methods, norms and standards for information handling.
3. Contribute to the development of information infrastructures.
4. Contribute to the development of specialized information systems in the fields of education, culture and communication, and the natural and social sciences.
5. Promote the training and education of specialists in and users of information.

The present study, prepared by Rosemary E. Seton under contract with the International Council on Archives (ICA), is intended to make more widely known and understood the basic problems involved in ensuring preservation and access to an invaluable informational and cultural resources - the archives of non-governmental institutions and organizations. The study presents the findings of a survey of such archives located in a wide variety of repositories in 28 countries in all parts of the world, and recommends a programme of action at the national, regional and international levels to promote the preservation and more effective utilization of private archives.

Comments and suggestions regarding the study are welcomed and should be addressed to the Division of the General Information Programme, UNESCO, 7 place de Fontenoy, 75700 Paris. Other studies prepared under the RAMP programme, a list of which appears at the end of this study, may also be obtained at the same address.

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1. INTRODUCTION

1.1. This study was prepared for the Records and Archives Management Programme of Unesco's Division of the General Information Programme under a contract with the International Council of Archives. It is based upon a survey of the current situation in selected Member States of Unesco, regarding the acquisition, preservation, arrangement, description and access to the principal categories of private archives, including those of business and labour organisations, universities and colleges, religious organisations, cultural and scientific institutions, estates and families. The findings of the survey are analysed to determine trends, needs and problems, with special reference to the needs of developing countries. The study concludes with recommendations for action at the international level to assist in ensuring more comprehensive and effective preservation and administration of private archives. Appended is an annotated bibliography of writings used and consulted in the preparation of this study.

1.2. Data for the study were gathered through the use of a Questionnaire which is reproduced in the Appendix. Copies of the Questionnaire were sent to 65 institutions, records offices, libraries and museums thought to have holdings of private archives and manuscripts. One may conclude that the 39 institutions responding are more active or concerned in the administration of private archives and manuscripts than those who did not reply, but there might be other explanations. The following analysis shows the sampling achieved:

Analysis of Respondents

Types of Institutions replying		% of total responses
National Archives	21	54
National Libraries	4	10
National Museum	1	3.6
Provincial Archives	2	5
Specialist Libraries	2	5
State Libraries	2	5
University Libraries	7	18

Geographic Areas		% of total responses
Africa	6	15
Asia	10	26
Australasia	4	10
Eastern Europe	1	3.4
North America	6	15
South America	2	5
Western Europe	10	26

1.3. The first 23 questions of the Questionnaire dealt with institutional practices and policy relating to private archive administration. The remaining seven questions concerned the general state of private archives in the respondent's country. There was a disappointing response to this part of the Questionnaire, in that 20 institutions did not reply to the key question (30): "What suggestions would you make for the improvement of private archive administration in your country?" and 17 did not respond to the question (28): "Of the following categories of private archives, which do you consider to be neglected?" In consequence, the author has relied, for this part of the survey, more heavily on publications and journal articles for the necessary information. In addition, copies of the last seven questions were sent to members of the Committee on Business Archives and the Committee on Literature and Art Archives of the ICA. Contributions and much helpful information besides were received from:-

Committee on Business Archives

Mme Hilda Coppejans-Desmedt, Rijksarchief Gent, Gent, Belgium

Mr Ottfried Dascher, Märkische Str. 120, D4600 Dortmund, FRG

Mr Finn H. Lauridsen, Erhvervsarkivet, Statens erhvervshistoriske Arkiv, Arhus, Denmark

Mrs Anna Christina Meurling, Archivist, Landsarkivet i Lund, Lund, Sweden

Mr Claude Mentha, Schweizerisches Wirtschaftsarchiv, Basel, Switzerland

Committee on Literature and Art Archives

Mme N.B. Volkova, Directeur des Archives centrales d'Etat de la Littérature et des Arts de l'U R S S, Moscow, U S S R

Mr Karl-Heinz Hahn, Nationale Forschungs- und Gedenkstätten der klassischen deutschen Literatur in Weimar, Weimar, G D R

Mr David Walder, deputising for Ms Françoise Houle, Socio-cultural Archives of Canada, Public Archives of Canada, Ottawa, Canada

M Michael Elias, Archives littéraires de Matica slovenska, Martin, Czechoslovakia

Ms Anna Hedwig Benna, Archivoberrat, Vienna, Austria

M Lorenzo Mannino, Ufficio Centrale Beni Archivistici, Roma, Italy

1.4. Answers to the Questionnaire varied in quality and length, some respondents, especially those whose native tongue is not English, appearing to experience difficulties with some of the questions. The author, however, is grateful to all those who, despite urgent demands on their time - an example more newsworthy than most is afforded by Dr Oldenhage of the Bundesarchiv, who was "sorry that the Hitler diaries prevented" him "from answering in time" - all who nonetheless attempted to answer the questionnaire. She is doubly grateful to those who thoughtfully enclosed relevant pamphlets, information sheets and similar material. If the author has mentioned some institutions more than others in this study it is not because of any bias, but because their answers encapsulated or illustrated a point more aptly, or more fully.

2. LIST OF RESPONDENTS TO THE QUESTIONNAIRE

ARGENTINA	Archivo General de la Nación
AUSTRALIA	Australian Archives
	Mitchell Library, State Library of New South Wales, Sydney
BULGARIA	Cyril and Methodius National Library, Sofia
CANADA	McMaster University Library, Hamilton, Ontario
	Provincial Archives of Alberta
	Public Archives of Canada
FEDERAL REPUBLIC of GERMANY	Bundesarchiv
	Staatsbibliothek Preussischer Kulturbesitz, Handschriftenabteilung, Berlin
FINLAND	Valtionarkisto
FRANCE	Archives Nationales
INDIA	National Archives of India
INDONESIA	Arsip Nasional Republik Indonesia
JAPAN	Kyōto Prefectural Archives
	National Diet Library
KENYA	Kenya National Archives
	National Museums of Kenya, Nairobi
MALAYSIA	Arkib Negara Malaysia
	University of Malaya Library, Kuala Lumpur
NETHERLANDS	Rijksarchiefdienst
	University Library of Amsterdam
NEW ZEALAND	The Alexander Turnbull Library, Wellington
NIGERIA	Federal Department of Archives
NORWAY	Riksarkivet
	Universitetsbiblioteket i Oslo
PAKISTAN	National Archives

PAPUA NEW GUINEA	University Library of Papua New Guinea
PERU	Archivo General de la Nación
SENEGAL	Direction des Archives du Sénégal
SINGAPORE	Archives and Oral History Department
SRI LANKA	Department of National Archives
SWITZERLAND	Universitätsbibliothek, Handschriften-Abteilung, Basel
THAILAND	National Library
UNITED KINGDOM	Public Record Office
UNITED STATES of AMERICA	Baker Library, Harvard University Graduate School of Business Administration
	Library of Congress, Manuscripts Division
	Henry E Huntingdon Library, San Marino, California
ZAMBIA	National Archives
ZIMBABWE	National Archives

3. DESCRIPTION OF HOLDINGS OF PRIVATE ARCHIVES:- QUANTITY, DATES AND FORMS

3.1. Repositories were asked to give in linear metres the quantity of their holdings of private archives and manuscripts, as well as the volume of their total holdings. From this it was possible to calculate what percentage of the whole consisted of private archives and manuscripts. As was to be expected a wide range was revealed.

Private archives and manuscripts at the Alexander Turnbull Library, Wellington, for example, amounted to 76% of total holdings, and those at the Mitchell Library, Sydney, to 33%. This can be contrasted with percentages at the other end of the range, 0.38% at the Kyōto Prefectural Archives in Japan, 0.48% at the Bundesarchiv and 2.2% at the National Archives of India. An average holding of private archives and manuscripts amounted to 14% of the whole. Some of the respondents were unable to supply figures, either because these were unavailable or because the institution replying, e.g. the Manuscripts Division of the Library of Congress, and the McMaster University Library, Ontario, was exclusively concerned with the administration of private archives and manuscripts, and held no other sort.

3.2. Holdings were overwhelmingly of nineteenth and twentieth century materials, although 17 institutions (44%) had manuscripts dated earlier than 1700 AD; three institutions, the National Archives of the Netherlands, the Singapore Archives and the Public Record Office, London, had manuscripts dated earlier than 1000 AD.

3.3. Paper is the media of most manuscripts and private archives held in the responding institutions. Documents on parchment or vellum were reported by 15 repositories (38%), palm leaf manuscripts by six (15%). The Mitchell Library, Sydney, Australia, has holdings in the form of parchment, palm leaf, bark, wood, linen and glass, while the National Library, Bangkok, has palm leaf, wood, linen, stone, bone, ivory and metal. Other repositories reported holdings in clay, glass and three dimensional objects.

3.4 As is to be hoped and expected, among holdings of private archives are to be found oral history recordings, photographs, ciné film, videotapes and machine-readable records. 37 institutions (95%) held photographs, ciné film, or videotapes; 28 (72%) collected oral recordings; 14 repositories (36%) held machine-readable items.

3.5 Most institutions try to obtain copies of archives and manuscripts when the originals are unobtainable. As custodians of private archives know, the offer to film and return can often be an effective inducement when negotiating with individuals who may be reluctant to relinquish family or other private papers. Seven repositories (18%) did not seek to acquire copies: on the other hand, most of the private archives received by the Singapore Archives were filmed and returned to their owners. 35mm microfilm was the medium most commonly acquired by 26 repositories (67%) - 13 repositories (33%) acquired 16mm microfilm, 15 (38%) acquired microfiche, and eight (21%) full size copies.

4. ACQUISITIONS: MEANS, POLICY, CATEGORIES

4.1. Most manuscripts and private archives are acquired as gifts or bequests, although 28 (72%) repositories stated that they also purchased items. A variety of loan agreements governed deposits in 26 repositories (67%), while 15 (38%) served as legally designated repositories for certain organisations. Respondents were asked to indicate what percentage of the whole was represented by deposits acquired by each of these means. Only 20 repositories (51%) were able to supply this information, and average figures for those 20 were as follows:

	%
Gift or Bequest	66
Purchases	13
Loans	9
Transfer	10

4.2. Six repositories (15%) had no active policy of collecting private archives or manuscripts, although all welcomed offers from both organisations and individuals. The remaining 33 repositories (85%) collected on a national, a regional or a subject basis, or a mixture of all three. The entry from the Alexander Turnbull Library, Wellington, New Zealand, which is, "in effect, the repository for the national manuscript collection" (12p23) reflects the policy of several institutions, though more comprehensively stated than most - the Library collects:

> the papers of prominent New Zealanders and others who have made significant contributions to the life, art, letters, science, culture and welfare of New Zealand and of others whose papers, diaries and other writings, formal or informal, contribute to an understanding of the New Zealand experience [and] private manuscripts relating to the islands and seas adjacent to New Zealand and the South West Pacific.

The Baker Library, Harvard University, collected "records of businesses or business people with ties to New England, of local, national, or international importance" as well as records of the Harvard Business School. The National Archives of India sought private archives "which may help to fill the gaps in the existing holdings", and the National Archives of the Netherlands sought to save valuable, but endangered, archives.

4.3. Four institutions (10%), the National Archives of France, Norway and of Sri Lanka, and the National Library of Thailand, mentioned in this connection surveys of manuscripts and private archives organised by them.

Two institutions, the National Archives of Kenya and of Indonesia, mentioned functions bestowed on them by legislation or decree, to acquire, accommodate, or safeguard private archives.

The numbers of repositories collecting the categories listed in the Questionnaire are as follows:

		% of total responses
Personal papers	36	92
Autograph collections	20	51
Papers of families and estates	32	82
Literary manuscripts	27	69
Scientific manuscripts	21	54
Records of cultural organisations	26	67
Records of scientific organisations	21	54
Records of religious organisations	26	67
Business records	24	62
Records of labour organisations	26	67
Records of colleges and universities	14	36
Records of their own institution	24	62

4.4. Other categories collected are autograph letters, historical strays, records of political and humanistic organisations, records of social movements and of communities, newspapers and other media, material concerning architecture, women and (at the Alexander Turnbull Library) Maoris.

4.5 The answers to the questions

a) Are relations between repositories in your country generally harmonious as far as the acquisition of private archives is concerned?

b) Is the splitting-up of private archives, between different institutions, avoided?

can be considered here, at least as regards replies from institutions. The questions were intended to reveal any competition between different institutions over the acquisition of private archives and manuscripts; its phrasing, however, was perhaps not sufficiently precise. Twenty nine institutions (74%) affirmed that relations between repositories in their countries were harmonious in this matter: the Directeur de la Direction des Archives du Sénégal commented that, since there was only one national institution of archives in his country, any rivalry was obviated - a consideration which might apply to a number of developing countries. Thirteen (33%) replies

indicated that the splitting-up of archives did occur. The Manuscripts Librarian of the Alexander Turnbull Library noted that "attempts are made to avoid such splitting but donors are sometimes ignorant of the principles involved and dealers are not so scrupulous about such matters." On the other hand, the Archivist at the Baker Library, Harvard University, found competition to be "most friendly" and also noted "a general concern to preserve the integrity of collections."

5. REGISTRATION, ARRANGEMENT, AND DESCRIPTION

5.1. All repositories maintained a register, or its equivalent, in which were entered new accessions of private archives and manuscripts. Only one archivist admitted that in the past record-keeping in his institution had not always been conscientious. The efficiency indicated by all the other answers is both welcome and surprising, the author's experience being that it is not uncommon to 'find' caches of material in libraries or record offices with little or no information as to provenance, status etc. Current practice was as follows: of the 39 repositories responding to the questionnaire, 38 (97%) recorded provenance and the size of the accession, 36 (92%) noted the date and status of the accession (i.e donation, loan, purchase or transfer), entered a brief description of the contents, and noted any restrictions on access. Twenty seven repositories (69%) recorded the copyright status of the accession, and 23 (59%) its physical state. Twenty one repositories (54%) noted whether items such as maps, printed materials, photographs, etc., were transferred to other sections of the repository. Information additionally recorded included remarks on the completeness or otherwise of the accession; whether selection or weeding was necessary; the main structure of the accession; indications for classification; donation agreements; a brief introduction to each archive; and available finding aids. Here, perhaps, what was being described was a progress chart rather than entries in a register of acquisitions. The French National Archives maintained a card index of donors and depositors and other repositories a donor/source file.

5.2. Private archives were arranged and listed by archivists in 33 institutions (85%) and by librarians in three (8%). Six repositories (15%) made use of trainees, under the supervision of archivists; the Provincial Archives of Alberta used the services of volunteers "if academically and temperamentally OK"; the Public Record Office in England employed temporary expert editors; private archives in the Direction des archives du Sénégal are listed by the Director. One institution used the services of academic historians, another reported only that it employed "appropriate persons".

5.3. Sixteen repositories (41%) permitted access to unlisted or uncatalogued private archives in their custody, although several of them emphasized that this was only allowed after consultation with the Archivist.

5.4. As was to be expected, most institution used a combination of nearly all the types of finding aids listed. Many will agree with the Archivist

at Baker Library, who commented that the level of description depended "on research potential, legal or administrative requirements, security and funding". The least used form of finding aid was the calendar, now perhaps a relic of a more leisurely era: four repositories (10%) produced them. Thirty three repositories (85%) prepared inventories or summary lists, which can often, of course, serve as preliminary lists; 31 (79%) produced catalogues, (defined for the purposes of the survey as item-by-item description); and 29 (74%) produced descriptive lists (where each unit is a file, volume or bundle). Seventeen institutions (14%) made use of a card catalogue, and 22 (56%) produced indexes, some generated by computer. Twenty institutions (51%) published guides to their holdings of private archives and manuscripts, several reporting also that institutional guides were in preparation. Other repositories mentioned the publication of subject guides, entries in national guides, published inventories or other sorts of finding aids. The Provincial Archives of Alberta added synopses of taped interviews to their list, and it is probable that these are found in many other repositories.

6. STORAGE AND PRESERVATION

6.1. Thirty repositories (77%) kept their private archives and manuscripts in a separate area from other holdings in their institution. Twenty repositories (51%) stored more than 50% of their holdings of private archives and manuscripts in acid-neutral folders and boxes; their entire holdings were so stored by the Dutch National Archives, the Archives du Sénégal and the National Archives of Zambia. Nineteen repositories (49%) continued to use non-archival containers, although several explained that this was a temporary expedient pending cataloguing. The use of non-archival containers is undoubtedly widespread.

6.2. All repositories stored their holdings on steel shelving or in steel cabinets. Additional wooden shelving is still used by some repositories in spite of the fire risk. The Public Record Office in London has slate shelving at its Chancery Lane site.

6.3. Twenty eight repositories (72%) had continuous air-conditioning and humidity control systems, two of these however indicating that their systems were out of order. Two institutions had partial systems. Fifteen institutions (38%) had no windows in their storage areas, 20 (51%) had windows, but took steps to prevent the entry of direct sunlight. Two repositories took no preventive measures against sunlight.

6.4. Eight institutions (21%) took no preventive measures against pests: in most of these cases the question was clearly regarded as not applicable. Twenty two institutions (56%) specified fumigation or other forms of disinfection, either regularly or at need. It might be of interest to quote the more detailed replies. The Cyril and Methodius National Library, Sofia, used "disinfection with novain and diazenon (produced by CIBA)", the National Archives of India relied on the "use of preservative chemicals, sprays, naphthalene bricks [and] regular periodic inspection". The Australian Archives carried out regular fumigation with Dichlorvos gas and also used commercial pesticide strips, the Archives and Oral History Department, Singapore, placed a ban on the "consumption of food and drink in the repository" as did the Baker Library, Harvard University, which also listed pest control spray, steel shelving and fumigation.

6.5. All but one institution took precautions against fire. The following measures were noted: fire-resistant buildings, floors, shelves, walls, or doors; smoke detectors, heat sensors, fire alarm systems; fire extinguishers and other forms of fire-fighting equipment. Several instit-

utions mentioned rules against smoking. The University of Malaya Library mentioned the elementary but important precaution of switching off electricity outlets at closing time. It is significant that only two institutions, the National Archives of Malaysia and the Alexander Turnbull Library, Wellington, mentioned regular fire-drill or training: the Kenya National Archives emphasised the need for "permanent vigilence".

6.6. All except two repositories reported measures taken against theft. Precautions listed included staff-only access to stacks, security guards, metal grills and mesh over windows, locked doors, supervision and scrutiny of users, devices employing infra-red rays and other electronic systems. All repositories supervised members of the public consulting their material.

6.7. The question concerning flooding was interpreted somewhat complacently by most respondents, several remarking that they were "higher than sea level", "on top of hill", "far from drainage pipes", and so on. A minority recognised the possibility of water leaks and the need for such precautions as "periodic checking of drains and pipes", or, as in the case of the Baker Library, Harvard, the need to have "materials at hand for rescuing wet papers etc. from water damage", and a handbook with " 'what to do' directions in emergencies". The National Archives of Finland reported the possession of "ground water pump, locking valves in plumbing system and water suction apparatus" and the Public Archives of Canada had water detectors.

6.8. It is apparent that the measures recorded above operate throughout entire buildings rather than in those specific areas where private archives and manuscripts are stored. It cannot be too much emphasised that these accumulations often contain valuable, rare, fragile and sensitive items demanding a high degree of vigilance as to their safety.

6.9. Six institutions (15%) did not carry out conservation work on private archives in their care, or lacked conservation facilities on their premises. Twenty three (59%) used traditional or Florentine methods in repair work, 24 (62%) used methods of encapsulation, and 17 lamination. The following information on conservation equipment was received:

		% of total responses
Vacuum fumigator or similar equipment (including access to)	22	56
Humidification chamber/equipment	17	44
Specialised cleaning equipment	19	48
Deacidification equipment	22	56
Thermoplastic laminator	13	33
Hand lamination equipment and supplies	23	59
Encapsulation equipment and supplies	12	30
Leaf-casting equipment	14	36
Binding equipment	30	77

Other equipment mentioned by various respondents included: thymol chamber, drying cabinets, analysis equipment, roller laminating machine; wet and dry cleaning procedures, occasional bleaching or stain removal with solvents, using fume hood, and Wei T'o mass deacidification facilities.

7 ACCESS TO PRIVATE ARCHIVES AND MANUSCRIPTS

7.1. The wishes of the donor or copyright owner were taken into account by 24 repositories (62%). In many cases such wishes were a condition of the gift or loan and repositories were bound by them. This is evidently a delicate area. Archivists, in their natural enthusiasm to acquire important or valuable private archives, may find themselves agreeing to very restrictive conditions of access. A number of repositories stated that access was limited to persons authorised by the owners, and others that, by owners' stipulation, access was allowed only to "qualified scholars". In some cases, particularly where sensitive material or copies of official papers were concerned, restrictions on access were decided in consultation with the Archivist. Such restrictions were usually for a period of time, for example during the life-time of certain individuals, or, in the case of official papers, for 25 or 30 years. The McMaster University Library, Ontario, in common with some other institutions, sought "to discourage restrictions".

7.2. Some restrictions on access were imposed by the policy of the institution or by the law of the land. In Bulgaria, access to Bulgarians is allowed on receipt of "a letter from the institutions where they work, stating scope of work with archival materials". Foreigners are asked to obtain a permit issued by the General Managing Board of the State Archives of Bulgaria. Other institutions imposed a time-ban, usually of 30 years, on both public and private archives. Some repositories allowed access to those engaged in academic research only, and most reserved the right to deny access to physically fragile materials or uncatalogued collections.

7.3. On the related questions of responses to requests for copies, and for permission to publish extracts, the survey revealed a considerable disparity in practice. Thirteen repositories (33%) invoked the law of copyright. Applicants, particularly those requesting permission to publish, had to satisfy the institution that they were not breaking copyright regulations. Three institutions did not adjudicate in copyright matters, for example the United States Library of Congress neither granted nor denied permission, the "searcher must seek permission from owners of copyrighted interests where applicable". A similar position is adopted by the Public Record Office, London, in respect of non-Crown copyright material. Fourteen institutions (36%) took into account the terms of deposit agreed with the donor or owner; 12 referred only to the rules of the repository

itself. For example, the National Archives of India allowed the "supply of single copy for personal study and research; copies of substantial material in sequence not allowed". The NAI generally allowed the publication of extracts with due acknowledgements, but required "two copies of the publication to be deposited". Three institutions granted freely the right to copy and publish from their holdings.

8. ADVICE AND ASSISTANCE TO PRIVATE OWNERS

8.1. Twenty six repositories (67%) were prepared to advise private owners as to where they might deposit their archives, or offered advice on preservation and arrangement. A number emphasised that this was an occasional rather than a regular function; for example, the Archive General de la Nación, Buenos Aires, undertook such functions "only by request".

8.2. Only eleven repositories (28%) carried out conservation work on privately owned archives and manuscripts. Several respondents stated that this occurred only in exceptional cases, as for example, when documents were repaired prior to microfilming, the microfilm thus produced, being lodged in the repository carrying out the work. Eight repositories (20%) had arranged and listed private holdings.

8.3. It appears that individual and institutional owners, concerned about the physical state or arrangement of their archives, yet unable to carry out work themselves, obtain little help from repositories which have the necessary archival expertise and/or conservation facilities.

9. NATIONAL CENTRAL REGISTERS OF PRIVATE ARCHIVES

9.1 Fourteen institutions (36%) attested the existence of a central registry of private archives in their country, although Argentina candidly admitted that "a central registry exists in law but not in practice". In India and Sweden such registers are maintained by the National Archives, and in the Netherlands the Central Register of Private Archives is located in the same building as the General State Archives. In New Zealand a National Register of Archives and Manuscripts is maintained by the Alexander Turnbull Library in Wellington, and in the UK the Royal Commission on Historical Manuscripts administers the National Register of Archives.

9.2. In some countries, for example the United States and Canada, a national union catalogue of manuscripts, published annually, performs a similar function. In the United States the National Union Catalogue of Manuscript Collections is prepared by the Manuscripts Section: Descriptive Cataloguing Division of the Library of Congress. In the United States and in Canada the catalogues only give details of manuscripts in the custody of repositories. In Norway, however, there is the Catalogue of Private Archives in Public and Private Custody, published in 1976 and subsequently transferred to a computerised system incorporating new data. The National Register of Private Records, published by the National Archives of India and based upon information received from various Indian State Archives, using NAI proformas, also covers material in private hands. In the United Kingdom indexes to private archives and manuscripts, both in repositories and in private hands, can be consulted at the National Register of Archives in Chancery Lane.

10. LEGISLATION

10.1. It is only recently that in most countries archival legislation has affected private archives. As Ricardo Filangieri, Inspector-General of the Archives of Italy, observed at the Third International Congress on Archives, there is an apparent mutual exclusivity: "deux principes entrent...en conflit: celui de la propriété privée et celui de l'intérêt commun" (two principles clash... that of private property and that of the common good). That the conflict is more apparent than real Filangieri demonstrated on that occasion (17,p43), and legislation has begun to reflect the fact.

10.2. Traditionally, the situation has been as follows: in France, the state has had jurisdiction over both public and private archives since the French Revolution; in most socialist countries the law does not distinguish between public and private archives, both being part of the state archival fonds; in Anglo-Saxon countries, however, legislation has been concerned solely with public archives.

10.3. In recent years there has been an increasing tendency to regard private archives as part of the national archival heritage, and to legislate accordingly. But there is a bewildering diversity of practice. Almost all countries authorise national or regional archives to purchase or accept gifts of private papers. In New Zealand the National Archives has a duty "to acquire by purchase, donation, bequest or otherwise any document, book or other material which, in the opinion of the Director, is or is likely to be of enduring national or historical value". In the United States there is an obligation with regard to presidential papers and those concerning government. Other countries, e.g. Czechoslovakia, Finland, the German Democratic Republic, Italy, Portugal, Sénégal, the USSR, Yugoslavia, and Zaire, have the right to preferential purchase, or to obtain copies of documents sold.

10.4. In certain countries, e.g. Argentina, Canada, Finland, France, Spain and the UK, owners are encouraged by means of tax concessions to deposit their archives in recognised repositories or to allow access to their collections. This sometimes applies, as in the UK, only to collections regarded as pre-eminent.

10.5. Virtually all countries either control or prohibit the export of documentary material, although this may only affect documents which have been classified as of historical interest, or of a certain age. In other

cases exportation is subject to licence, when copies may be made for deposit in an appropriate repository.

10.6. Many countries have some sort of registration of private archives, either compulsory as in Algeria, Australia, Botswana, France, Greece, Italy, Malawi and Portugal, or voluntary as in the Netherlands, New Zealand and the UK. However, in many of these latter cases there will be a degree of governmental involvement, as national funds support the registration. In France and Italy, where private documents are classified as of major historical interest, owners may not destroy or alienate their archives without permission. A number of countries authorise their National Archives to step in when they consider private archives to be in danger of destruction or to be inadequately cared for, e.g. Czechoslovakia and Finland.

11. PERSONAL PAPERS, AUTOGRAPH COLLECTIONS AND PAPERS OF FAMILIES AND ESTATES

11.1. Thirty six institutions (92%) surveyed collected the papers of individuals and 31 (80%) those of families and estates. These holdings, one may conclude, will for the most part be the private letters, diaries, research notes, speeches, reminiscences written and oral, etc., of politicians, personalities, writers, composers, artists, explorers, and other persons of note. As with literary manuscripts, such papers represent the cream of the manuscript world, and great prestige attaches to those institutions which hold them. Some institutions are now making praiseworthy attempts to acquire written records and oral recordings and transcripts of less prominent folk, representatives of different groups, professions and skills, and one hopes this will become more widespread. Clearly a selective policy is necessary if repositories are not to be swamped with deposits of personalia and trivia of every sort and degree.

11.2. The attraction of possessing significant historical documents or letters with famous names attached to them, or just the signatures themselves, has long been the lure of the autograph hunter. Autographomania, as it has been called, should now have had its day, and one hopes that the 54 per cent of institutions (21) who own to holding autograph collections were referring to collections deposited with them by individual enthusiasts. However, one still sees autograph collections coming up for sale in the auction rooms and the publication of books concerning autograph collecting (See 20).

11.3. As with the papers of famous individuals, one can expect to find the papers of royal or great landed families well administered in the institutions contributing to this survey. Such groups of papers are also, of course, prey to autograph hunters or dispersal in the auction rooms (a recent notorious case in the United Kingdom concerned the Warwick Castle muniments, dating back 800 years). Another threat is sudden destruction: with the abolition of feudal land rights in India in 1957, landed families no longer required documentary claims to ownership and rights, some of which dated to pre-Moghul times, and a rescue programme had to be effected.

11.4. Other accumulations are jealously guarded. One director of a National Archive described how

> royal or noble families... and some others, possess their own papers, but tend to keep them as royal treasure or even as regalia... these papers not only cover administrative matters such as assignment of rank or nobility or royal law and code, but also deal with genealogical matters, etiquettes or behaviour rules among the nobility, poems and songs, epic stories and mythology, religious teachings and other valuable cultural manuscripts pertaining to the(ir) way of life. (66,p.28)

11.7. The survival of papers of families whose owners are unwilling to part with them, but who are unaware of the steps to be taken to preserve them - there are of course many examples of conscientious custodians in noble houses - is a familiar problem to archivists, as is the problem of those who hold papers but who deny it or are unwilling to allow access. G.K. Khare tells of an experience with a Deshmukh family who were known to possess papers in Persian and Marathi-Modi.

> I had to traverse 8 miles' distance on foot as there was neither bullock cart track even to reach the village where resided the Deshmukh family nor could I hire a pony. When I saw the Deshmukh and asked him about the old records that might be in his possession, he flatly denied that he had any.

Some years later the Deshmukh needed to consult his papers to support a legal claim, but could not decipher them.

> Consequently the very Deshmukh, who once disowned that he had any records in his possession even after my soliciting him in every way, approached me of his own accord and showed me both Persian and Marathi-Modi records in the hope that his records might contain some evidence in favour of his claim. (9, p.58)

Well might all archivists echo the wish of one of the responding archivists who hoped the main aim for archival repositories in his country was to 'increase the archivistic consciousness of owners'.

12. ARCHIVES OF NON-GOVERNMENTAL INSTITUTIONS, LITERARY AND SCIENTIFIC MANUSCRIPTS

12.1. Literary Manuscripts and Archives of Cultural Organisations

12.1.1. These materials were highly regarded by the institutions surveyed. Thirty (77%) collected literary manuscripts and 27 (69%) the records of cultural organisations. Eleven (28%) considered that literary manuscripts received insufficient attention and seven (18%) felt the same about cultural organisations' records. Again these relatively high figures underline the value which is attached to these prestigious materials.

12.1.2. For a thorough survey and exposition of the diverse administrative provision for these papers, one cannot do better than refer to the impressive report delivered by Mme N.B. Volkova, Chairwoman of the ICA Committee on Literature and Art Archives, to the 1972 Congress, and the contributions from panelists which followed.

Madame Volkova reported on the results of a survey of 28 countries concerning the administration of archives of literature and art. She found that traditionally such archives have been deposited in departments of manuscripts of non-specialised national libraries or museums, or in specialised institutions. More recently, in socialist countries publishing houses, writers' and artists' guilds, theatres, film studios, and like institutions must deposit their records with state archives; and in many countries public archives are now willing to accept private collections relating to literature and art. In the USSR there is a Central State Archives for Literature and Art (CGALI), and an account of its history, scope and arrangement is given.

Madame Volkova then proceeded to examine accessioning, arrangement, listing and publishing in various countries, and the provision for research. She also discussed the legal position both of the author of a work, and of its owner. She concluded by posing questions as to the best type of collecting agency, whether literary and artistic archives should be distinguished from private archives, whether there was a need for a co-ordinating commission of the ICA on literary and artistic archives, and/or an international conference on the subject. (84)

12.1.3. It is novel to rebuke one's fellow archivists and manuscripts curators for being over-active, but in this field, as J.C. Broderick observed to the 1972 discussion on Archives of Literature and Art

> The existence of numerous public and private university libraries (in the United States), each with its own department of manuscripts, has led to intense competition for private archives of writers and artists. (84, p 265).

Such competition can sometimes lead archivists or manuscript curators to step outside the confines of their competence, as in the case cited by Kenneth Duckett:

> One young author who had been approached by a well-known university was surprised to learn that his work and his correspondence 'had won a place in the archives of posterity even before they had been written'. (2,p6)

12.2. Scientific Manuscripts and the Records of Scientific Organisations

12.2.1. This is a very specialised field, where the types of material accumulated - research documents, laboratory note-books, computer printouts, statistics, health records, case-notes, technical drawings, designs, glass slides and wet tissue samples - will be unfamiliar to many archivists. Such materials may be kept for different purposes or for limited periods of time. For example, in the pharmaceutical industry, all records concerning the marketing of a new drug need to be kept only for the period the drug is on trial, and will then be scrapped.

12.2.2. Fifty-four per cent (21) of the institutions surveyed held scientific manuscripts and 22 (56%) the records of scientific institutions. Twelve institutions (31%) felt that it was a neglected area. However, it should be borne in mind that no scientific institute was included in the survey, though many, in both capitalist and socialist countries, maintain their own records and accumulate the papers at least of their staff members.

12.3. Religious Archives

12.3.1. A wide variety of materials is to be found under the heading of religious archives, ranging from the formal records of established churches, the less formal archives of other church bodies, the records of missionary and other societies, the records of new churches, particularly in the developing countries, the vast accumulations of manuscripts to be found at Hindu, Buddhist and other shrines and temples, to the private papers - diaries, letters, sermons, research notes - of religious personnel. Many of these records date back hundreds of years and are an invaluable source for scholars and genealogists.

12.3.2. A number of religious archives have been preserved, arranged and described and made available to the public. In some countries, for example in the United Kingdom and France, church records have been deposited in local or regional record offices Thirty of the participating repositories (77%) had acquired such archives. Some religious organisations appoint their own archive custodians though few are trained. Others may be aware of the value and importance of their holdings but lack the resources to maintain them adequately or make them available for research. There may be some reluctance to make records regarded as sensitive available.

12.3.3. Despite obvious progress made in recent years in the care of religious archives there are numerous instances of the neglect, dispersal and even destruction of religious archives (See 102, 105).

12.4. Business Records

> Their preservation and accessibility is one of the weakest points in archive administration.

12.4.1. This was a comment made by Dr. Herman Hardenberg in his paper "Legal and judicial problems associated with access to archives", delivered to the Extraordinary International Congress on Archives, Washington, 1966 (Archivum XVI), and it appears that many archivists still agree with him. 22 (56%) contributors to this survey considered business records an area for considerable concern. An archivist at the National Archives of Sri Lanka wished to see archival legislation in his country amended to ensure the preservation of business archives, and one member of the ICA Committee on Business Archives, proposed the setting up of Business Records Centres in university towns, so that maximum use could be made of the records, as co-operative ventures by the State, local authorities, and private businesses. Dr. Wilfred Smith observed in his report on New Zealand archives, but obviously drawing on wider experience, that it had always surprised him "that enterprises which depend upon sound business practices which are reflected in profits have been so slow to recognise the importance of the efficient and economical management of the information which is vital to decisions and planning" (12, p 26).

12.4.2. Not only is poor records management a cause for concern. Many firms refuse to make records, even those dating from the nineteenth century, available to researchers, pleading the need for business confidentiality, or that the existence of a company history obviated the need for research.

It is evident too that records of defunct companies, particularly during times of economic recession, are in immediate danger of destruction. J.H. Sime of the Scottish Record Office encapsulates vividly the sort of occurrence that is probably all too common:

> Only the other week the Business Archives Council surveyor in Scotland was given only a few hours in which to salvage drawings from Scotland's last motor car assembly plant, and only a few days before that he and I had had to follow the refuse men to pick over sacks of records jettisoned from the same firm's administrative offices. (110, p65)

Elsewhere, old company records are still to be found lying around in derelict warehouses or, as a Shanghai archivist admitted to a group of visiting American archivists in 1982, 'located under stairs in old buildings around the city, but that searching for them and doing something about them simply was not practical at the moment' (54, p409).

12.4.3. There are a number of positive achievements to point to and evidence of increasing interest in the subject. Twenty five (64%) of the institutions surveyed had collected business archives. In Australia an Archives of Business and Labour has been set up at the Australian National University; in Denmark the Danish Business Archive became, in 1962, 'the sole business history archive in the world with the status of an independent state institution' (32 p10); the Vereinigung Deutscher Werks- und Wirtschafts-archivare can be cited in the Federal Republic of Germany; in France five huge repositories for business and labour archives are to be established; a three-day seminar on business archives was held recently in Malawi; the Business Archives Council in London provides an excellent advisory and information service, and in the United States a recent issue of The American Archivist (Summer, 1982), was devoted to business archives.

12.5. Labour and Trade Union Archives

12.5.1. The growth of social history has brought with it an increasing interest in recent years in labour movement and trade union archives. Twenty six (61%) of the institutions surveyed have acquired such archives, and in 1980 a number of specialists contributed to the volume Labour and Trade Union Archives, Archivum XXVII . It appears that many large trades unions have preserved their records, and that these, together with the private papers of trade union leaders, labour historians and other observers, together with similar material such as oral recordings of working men and women, have been deposited in specialist archive centres, as for example in Denmark, Sweden and the United Kingdom. More frequently such material

is dispersed in a variety of repositories.

12.5.2. One feature noticed in England and in France is the regrettable tendency among union officials to retain the printed record alone. As Michel Duchein observes,

> Beaucoup des fonds qualifiés d'archives syndicales pour les périodes anciennes s'apparentent beaucoup plus à des collections de brochures, bulletins, revues, affiches, tracts, documentation diverse, qu'à des archives proprement dites.
> (Many archive groups described as early union archives have more in common with collections of pamphlets, bulletins, journals, posters, tracts and miscellaneous literature, than with archives proper.) (68,p84)

This tendency is common to social movements, operating as they do from make-shift premises, such as rooms over shops, or officials' private accommodation, where space is at a premium. Yet the value of these diverse accumulations is immense as was stressed by Georges Bourgin in 1951:

> Eh bien, nous estimons que ces humbles et ces obscures constituent le tuf essentiel de la nation sur lequel tout repose, et il est nécessaire de connaître ces humbles et ces obscurs pour comprendre toutes les superstructures qui se sont établies ultérieurement et grâce à eux.
> (we believe that these humble people, and these obscure people, are the bedrock of the nation upon which everything else is founded and it is necessary to understand them in order to understand all the superstructures which have subsequently been erected thanks to them. (17,p.111)

12.5.3. Other records at risk are the minutes, membership records, correspondence files and printed matter of union branches and splinter groups, which will be difficult to trace, are usually disorganised, and whose custodians are perhaps unwilling, for political reasons, to entrust their materials to state repositories.

12.6. College and University Archives

12.6.1. Colleges and University archives were administered by 16 repositories (41%) and were considered a neglected category by six respondents (15%). In some countries, for example France and Sweden, they are regarded as public archives and administered accordingly. It is an interesting paradox that many university libraries, with large holdings of archives of outside bodies, have no relationship with the archives of their own institution. As Sonia Anderson observes (36, p50):

> It is not unknown for the archivist (or librarian) in charge of special collections to be unable to tell enquirers where the non-current administrative records are held, let alone what they comprise and whether they may be consulted.

12.6.2. Probably the most important, and certainly the most sensitive, records held by colleges and universities are the staff and student files. In most institutions these are now safely and securely stored, often nowadays in machine-readable form. No records, however, can safely be neglected, as any of them, not just photographs, charters, commemorative items and so on, may be of interest to future generations.

12.6.3. It is fair to say that the United States of America leads the way as far as administration of college and university archives is concerned. The Society of American Archivists has published a number of useful articles and guidelines on this subject. Archivists working in colleges and universities in the USA now form the largest single group in the Society of American Archivists.

13. PRIVATE ARCHIVES IN DEVELOPING COUNTRIES

13.1. Archivists in developing countries face most of the problems common to their counterparts with longer archival traditions, in combination with any or all of the following: inadequate buildings or equipment; lack of an effectively functioning national archival system; lack of trained staff; lack of funds; low morale. They may possess one or two advantages, i.e. recently created legislation in a number of emergent nations puts private as well as public records under national protection, and the role of the national archives, with regard to the acquisition and administration of private archives, might be more straightforward than in countries with evolved systems; there should be less competition between long established libraries with different traditions of manuscript administration.

13.2. Obviously, no state should embark on a programme of actively acquiring private archives until the basic structure of archival management is operating smoothly. Once this has been achieved, there should be no delay. The answers to the Questionnaire concerning accessioning, arrangement and description, from developing countries, show a recognition and ability to operate approved archival procedures. There may be a slight tendency to administer private archives in some respects as though they were public archives: but given the resemblance of modern private archives, particularly corporate ones, to public archives, this seems a matter of minor concern. Training in private archive administration should be an essential part of all archive courses; not is it only courses in developing countries that fail in this respect.

13.3. Most former colonies are very much concerned with the private papers of former administrators and other personnel who took their papers out of the colony on retirement or at independence. Copies of such papers should be made available to those territories to which they relate, and a number of copying programmes have received international funding. This natural desire to obtain copies of such material should not, however, distract national repositories from active collection in their own countries.

13.4. In his reply to the survey, Mr J. Kufa of the National Archives of Zimbabwe remarked on the paucity of material relating to the blacks among private collections. This is a gap which must be felt in other newly independent states. In 1981 the author found a marked want of material emanating from the indigenous population of Papua New Guinea in the University's extensive holdings of private collections. Such a distorted representation

needs to be rectified at an early date, by the acquisition of manuscripts in indigenous languages and an active oral recording programme. Among the dangers of such distortion is a loss of confidence, by sections of the community, in the national archives. A salutary warning is given by an archivist at the Alexander Turnbull Library, Wellington, who recounted the distrust of the Library shown by the Maori community as a desirable repository for its manuscripts (44 p14).

13.5. Private archives, then, should be a matter of concern to archivists in developing countries. But one can only conclude, on the basis of this survey, and after reading relevant literature, that in many developing countries private archives and manuscripts are not actively acquired. With improved funding, more efficient systems, better buildings, more staff training, and development of professional associations, the situation will doubtless improve. But by then, for the private archives and manuscripts at risk, and the memories of the older population, it may be too late.

14. GENERAL STATE OF PRIVATE ARCHIVE ADMINISTRATION and SUGGESTIONS FOR IMPROVEMENT

Twelve responding institutions (30%) declared themselves reasonably satisfied with the general state of private archive administration in their respective countries. Of the remainder, 28 (72%) were concerned about the physical state of private archives and manuscripts, 33 (85%) with their storage and custody, 28 (72%) with their arrangement and description and 26 (67%) with accessibility. Twenty three respondents (59%) made suggestions, as asked in the final question for the improvement of private archive administration in their respective countries. The following is a list of their suggestions, ranking according to their frequency.

1. To increase the archival consciousness of the public, especially owners of private archives and manuscripts
2. Improve professional training and include courses on private archive administration
3. Acquire more financial assistance, especially tax relief on gifts and bequests of private archives
4. Publicise more widely institutional holdings and make them more accessible
5. Establish a central registry of archives
6. Enact or amend legislation to prevent destruction, dispersal, export
7. Improve the administration of business records
8. Convince employers in organisations and corporations of the need to employ archivists
9. Promote more effective co-operation between institutions administering private archives and manuscripts
10. Standardize methods of arrangement and description in accordance with archivally accepted procedures

CONCLUSIONS AND RECOMMENDATIONS

15.1. It is difficult to define precisely the term private archives, especially when what is regarded as private in one country is considered as public in another. For the purpose of this survey the author suggested the categories mentioned in the terms of reference of the contract (see para 1.1). In socialist countries private archives are considered to be part of the state archival fonds. It has therefore been difficult to include an investigation of the very different systems operating in those countries, which perhaps should be the object of separate consideration. Nevertheless, an analysis of the survey findings leads to the following conclusions:

1. Historians and allied scholars are broadening the scope of their researches; "historians are now interested also in the economic, military, cultural, social, religious and a whole host of other matters" (11, p30). In addition there is a growing awareness, in most countries, of the importance of the cultural heritage.

2. Side by side with these developments, an unenlightened attitude persists on the part of many owners of private archives and the public at large. There is a great need for education and for the publicising of archival services in most member countries.

3. Urgent action is needed to prevent dispersal and destruction of private archives and manuscripts. A national register of archives should be an essential first step in all countries. This will be a formidable task, requiring initially at least, teams of investigators and compilers and will require significant funding.

4. The time has come to give legal protection to private archives where desirable and practical. Measures might include registration and classification of private archives, prohibition of the sale and destruction of classified archives and requirements that private owners make adequate provision for the preservation and availability of their archives. It should be recognised, however, that compulsory legislation might well prove counter-productive and that more might be achieved by way of financial aid or tax concessions, for example to owners depositing their archives in a recognised repository.

5. Where private owners are aware of the importance and value of their archives they often lack the expertise and resources necessary both to arrange and preserve their archives and to make them available for public consultation. Advice and assistance should be much more forthcoming than they appear to be at present. Steps should be taken to prepare and distribute a range of archive manuals suitable for the administrators of the various categories of archives in private hands.

6. Advantage should be taken of the increased public concern with the need to preserve the cultural heritage. Governments must be encouraged to pay more than lip service to this need. More financial interest and involvement is required from governments. Archivists should forge closer bonds with the custodians of other parts of the cultural heritage.

7. In addition to the general recommendations above the following categories of private archives covered by the survey required particular attention.

Business Archives

Much remains to be done to overcome inertia and ignorance among business managers with regard to record management and to persuade businessmen of the value of their archives for scholarship, even after the company history has been written. An active rescue service is urgently required in many countries particularly for the records of defunct companies. Surely in this area, where financial resources are available, it must be possible to harness commerce, scholarship and archival expertise to preserve these records for posterity.

College and University Archives

In some countries these are public records and treated accordingly. In many countries the administration of these archives has been neglected. College and University managers need to be

urged to operate an efficient records management system and to develop university archives. Academics should be persuaded not to leave papers and manuscripts to accumulate in corridors and study rooms but to call in an archivist for advice.

Religious Archives

Much needs to be done to prevent further neglect, dispersal and destruction. Urgent action needs to be taken when records are in the hands of individuals or lie abandoned in disused religious buildings. Advantage should be taken of the recent increased concern for these archives.

Scientific Archives

These archives often require very specialised management. Archivists in such institutions need to forge strong professional links in order to overcome a possible sense of isolation.

8. Besides the categories covered by the survey the following are reported as at risk: records of social movements, pressure groups, voluntary organisations, papers of ethnic minorities etc. Urgent action is required to identify and preserve such records.

9. Oral archives should be used to supplement holdings of private archives.

10. Restrictions on access to private archives should be kept to a minimum, though the legitimate interests of the donor/depositor and owner should always be taken into account.

11. There is a manifest need, in a number of countries, for the law on copyright, in respect of the use of unpublished materials, to be clarified and/or brought up to date.

12. Private archive administration should be included in archival training courses.

13. Private archives and manuscripts are administered by a variety of institutions - record offices, libraries, museums, and historical societies. Co-operation between these institutions and the professional associations of their staffs is essential. Private archives should be administered according to archival principles and procedures.

14. All of the above recommendations apply to developing countries where private archives and manuscripts have received insufficient attention. Survey and acquisition programmes should be written into development plans and should be the object of international funding.

14.2. Recommendations for action at the international level

These findings and conclusions, in turn help support the following.

1. To alert governments to the need to enact protective legislation and increase financial assistance.
2. To promote greater co-operation between professional associations of archivists, librarians and other custodians of private archives and manuscripts.
3. To initiate a world-wide publicity programme to arouse archival consciousness, particularly directed to owners.
4. To undertake the preparation of manuals for the handling of private archives for the use of custodians, owners and trainee archivists.
5. To promote a greater concern and action by International Council on Archives, its branches and committees on all aspects of private archive administration.
6. To provide increased aid for private archives administration in developing countries.
7. To enlist the participation of historians and other interested scholars in these projects and activities.

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(A unified approach to the arrangement of public and private records. Includes section on electronic data processing)

Business Archives

26 Society of American Archivists. The American Archivist, Vol 46, No 3, 1982.

(Issue entirely devoted to Business Archives. Includes 'Business Archives Guidelines' formulated by the Business Archives Affinity Group)

27 Business Archives Council. Business Archives, the Journal of the Business Archives Council, London.

(Published annually. The Business Archives Council was founded in 1934)

28 Business Archives Council Newsletter, Business Archives Council London.

(published quarterly)

29 Business Archives Council Annual Report, Business Archives Council, London.

30 McCarthy, J.D. Records Aids No I, Records Management in Business, Business Archives Council, London, 8 pp.

31 Groeneveld, C. 'The Making and Administration of Archival Accumulations of Private Businesses, Concerns, Societies, Foundations and similar Bodies', Archivum Vol VIII, Paris, 1959, pp 125-132.

(Defines and traces growth of business archives; useful comments on status of archives in small businesses)

32 Lauridsen, Finn H. 'Building up the Danish Business Archives', Bulletin of the Committee on Business Archives, ICA, 1978 pp 9-14.

(Founded at Arhus in 1942, taken over by the state in 1962 under the Business History Archive Act. Information on acquisitions, arrangements, access)

33 Society of American Archivists. Directory of Business Archives in the United States and Canada, preliminary edition 1969. Society of American Archivists, Committee on Business Archives, 1967. 34 pp.

(Survey based on questionnaire sent to 700 US and Canadian firms)

34 Venkatasubbiah, H. 'Business Archives in Modern India', The Indian Archives Vol XIX, July-Dec 1970, 1970, No 2, pp 1-5.

(Relates to records accumulated in India since the rise of organised industry in the mid-19th century. Much is inference. Author proposes survey: suggests records over 50 years old should be deposited in University libraries or record offices. Need for better relations between scholars and businessmen stressed.)

35 Zechel, A. 'The Development and Present State of Business Archives in the Federal Republic of Germany', Archivum, Vol XVIII, Proceedings of the Sixth International Congress on Archives, 1968. Paris, 1970, pp 196-98

(An account of business archives activity in Germany and the Vereinigung Deutscher Werks-und Wirtschafts-archivare established in 1957. At the time of the article about 130 firms and business archives belonged to the organisation)

Colleges and Universities

36 Anderson, Sonia P. 'Archives of Universities and Scientific Institutes in the United Kingdom and the United States' in 'Archives of Nongovernmental Provenance in the World', Op. Cit., pp 50-52.

(Chiefly concerned with private archives which have been acquired by universities and institutions rather than with archives of institutes themselves)

37 Bott, M and Edwards, J.A. 'Records Management for Universities: Theory and Technique', Proceedings of the Sixth Conference of University Administrators, Edinburgh, 1979, pp 67-74.
(Introduction directed to University administrators)

38 Brech, Don. A Directory of College and University Archives and Record Offices in Australia, Wagga Wagga, Riverina Collection Archives and Records Service, occasional Publications 1, 1982 12 pp.

39 Society of American Archivists. 'Guidelines for colleges and university archives' The American Archivist , Vol 43, No 2, 1980 pp 262-71.
(Statement outlining goals, guidelines and standards for these archives)

40 Burckel, N.C and Cooke J.F. 'A Profile of college and university archives in the US', The American Archivist, Vol 46, No 4, 1982 pp 410-28.
(Traces developments since 1949)

41 Society of American Archivists. Colleges and University Archives: selected readings, Chicago, Society of American Archivists, 1979. 234 pp.
(Appendices comprise guidelines on such subjects as student records, repository guides, central filing systems)

Developing Countries

42 Cole, A. 'Industrial Records in Emergent Africa' Journal of the Society of Archivists, Vol III, No 2 1966 pp 126-32
(Concerned with records management and information retrieval in a large Copperbelt company)

43 Davies, A. A Study of the Basic Standards and Methods in Preservation and Restoration Workshops applicable to Developing Countries. Brussels, International Council on Archives, 1973. 89 pp.

(By the Head of Repositories and Technical Services, National Archives of Malaysia. Contains useful list of suppliers)

44 Dell, Sharon. 'Maori Manuscript Collection', Archifacts, 1983/1, pp 13-14

(Article concerned with inadequate finding aids to Maori manuscripts in New Zealand libraries. Hopes that the use of temporary experts on a co-operative basis will improve this situation and also increase the willingness of the Maori community to deposit materials)

45 Belsunce, Cesar A Garcia. 'The Archives of Argentina: problems and solutions' International Journal of Archives Vol I (1980) No 2 pp 3-8.

(Author reports on a half-century of neglect in archives administration, where there has been a breakdown of transfer, lack of public awareness, paucity of funding, inadequate buildings and a shortage of professionally trained staff. Mainly concerned with administration of public records but the unsatisfactory situation must adversely affect private archives)

46 Collins, R and Duignan, P. Americans in Africa: a Preliminary Guide to American Missionary Archives and Library Manuscript Collections on Africa, Stanford, Hoover Institution Bibliographical Series 12, 1963, 96 pp

47 Commission on Archival Development, International Council on Archives. C A D Information

(Bulletin published twice yearly. Particularly concerned with Third World but so far little on private archives)

48 Cook, M. 'On being an archivist in a developing society' ECARBICA, Vol 3, April 1977 pp 3-29

(Emphasises need to establish sound records management programme before embarking on acquisition of all documents of national interest, unless huge financial resources available. Desirable for record offices and libraries to operate within their own fields without one being subordinate to the other)

49 Duignan, P. 'Bibligraphical control of African MSS and Archives' in The Bibliography of Africa: Proceedings and Papers of the International Conference on African Bibliography, Nairobi 4-8 December 1967, London Frank Cass, 1970, pp 194-213.

50 Fedha, N.W. 'Preservation of Kenya's Private Historical Records for Posterity', ECARBICA Journal Vol I, April 1973 pp 57-58
(An appeal to public to donate private papers)

51 Hill, R.R. The National Archives of Latin America, Cambridge (Mass) Joint Committee on Latin American Studies, Miscellaneous publications No 3, 1945, 169 pp
(Very informative and helpfully arranged, though now of course much out of date)

52 Leisinger, A.H. A Study of the Basic Standards for Equipping, Maintaining and Operating a Reprographic Laboratory in Archives of Developing Countries, Brussels: International Council on Archives, 1973. 101 pp

53 National Archives of Malaysia, Annual Report 1980, Kuala Lumpur, 1981, 97pp.
(A National Register of Private Papers will be a 'long-term effort'. Questionnaire to institutions revealed a dearth of materials, and work on private owners has yet to start)

54 Moss, William W. 'Archives in the People's Republic of China', The American Archivist Vol 45, No 4, 1982 pp 384-409
(There is interest in private archives, but priority is given to governmental records and records of the Revolution. Limited space, lack of resources)

55 Mukula, P.M. Republic of Zambia, Information about the National Archives of Zambia, A More than Three Decade Service to the Memory of the Party, its Government and the Nation, 1947-1981, Lusaka, National Archives of Zambia, (1981) 58 pp
(Information on papers of prominent individuals, societies and organisations)

56 Mukula, P.M. 'Problems of Using Computers in Developing Countries' Archival Institutions' ECARBICA Journal 2 (1984), pp 38-42.

57 National Archives of Nigeria, its purpose, development and functions, Ibadan, no date. 22 pp.

(Introduction to the National Archives. Includes advice to owners of private papers: briefly mentions holdings of religious and business archives, Arabic manuscripts and personal papers)

58 Raghavan, V. Socialist Republic of the Union of Burma: Preservation of Palm-Leaf and Parabaik Manuscripts and Plan for a Compilation of a Union Catalogue of Manuscripts Paris, Unesco, 1979 19 pp

59 de Silva, G.P.S.H. 'Archives in Developing Countries: Sri Lanka, a case-study within Asia', JISLAA Vol IV, No 2, April-June 1982 pp 81- 87.

(Public Records management in Sri Lanka, especially since the 1973 Archives Act, is satisfactory but 'the archives climate in the non-government sector, especially in the business world, is not enviable'. Many manuscripts in Buddhist temples)

60 Sowoolu, S.O. 'Berlin Seminar on Strategies for Archival Development in the Third World' International Journal of Archives Vol I, (1980) No 2 pp 71-4

(Very informative about the general state of archives administration in developing countries. Little specifically on private archives, though much can be inferred)

61 Tough, Alistair G. 'The Nchonga Consolidated Copper Mines Ltd. Company Archives', Zambia Library Association Journal Vol II, 1 June 1979, pp 2-10

(History of Company and development of records)

62 'Utility of Archives in Development Planning', ECARBICA Vol 4, June 1979, pp 1-6.

(Peripheral position of private archives in a National Archives)

63 Archivum. Special Vol. No 1. Proceedings of the General Conference on the Planning of Archival Developmemt in the Third World. Dakar, 28-31 January 1975. Munich, 1976. 117 pp.

(Includes papers on oral archives, and archives, some private, relating to independence movements)

Family and Estates

64 d'Huart, Suzanne. 'Jurisprudence des Archives de Famille' La Gazette des Archives, No 116, August 1982, p 44.

(Archive law at work - a case in point)

65 Khan, Waheed M.A. 'The Family and Private Collections in the State Archives, Andhra Pradesh', The Indian Archives, Vol XIX, pp 15-24

(With the abolition of feudal land rights in 1957, landed families no longer needed documentary claims to ownership and rights. 50 family collections, containing firmans, deeds, bills, grants, manuscriptr and correspondence etc dated 1406 - 1948, now in State Archives following survey using NRA proformas)

66 Soemartini, H. 'Family Archives in Indonesia', 'Archives of Nongovernmental Provenance,' Op. Cit pp 28-29.

(Such papers are not in the custody of the National Archives)

67 Dahm, H. 'Family Archives in Europe and America', 'Archives of Nongovernmental Provenance', Op. Cit, pp 22-26.

(No expert was available to write this paper, and Dr Dahm comments on the lack of international contacts on this subject, as well as inadequate contacts within member countries)

Labour and Trade Union Archives

68 Archivum, Vol XXVII. 'Labour and Trade Union Archives', Munich, 1980. 190 pp

(Reports from specialists in member countries in response to questionnaire)

69 Storey, R.A. 'The Development of the Modern Records Centre, University of Warwick Library', Archives Vol XIII, No 59, Spring 1978, pp 137-142.
(An account of the foundation and development of this national centre for records of the history of industrial relations)

Legislation

70 Archivum. Vol XVII, Archival Legislation Vol I Europe (Part I) Germany-Iceland. Paris, 1971, 270 pp.

71 Archivum. Vol XIX, Archival Legislation I, Europe, (Part 2) Italy-Yugoslavia. Paris, 1972, 260 pp.

72 Archivum Vol XX, Archival Legislation, Vol II, Africa-Asia. Paris, 1972, 246 pp

73 Archivum. Vol XXI, Archival Legislation, Vol III. America-Oceania. Paris, 1973, 239 pp.

74 Archivum, Vol XXVIII, Archival Legislation, 1970-80. Munich, 1982, 447 pp

75 Bautier, Robert Henri. 'Principles of Archival Legislation' in A Manual of Tropical Archivology, pp 33-58.
(a masterly exposition)

76 Burnham, Bonnie. The Protection of Cultural Property. Handbook of National Legislations The International Council of Museums, 1974

77 Ketelaar, Eric. 'Archives of non-public origin', Extract from forthcoming RAMP study on archival legislation and regulations, pp 21-25.

Library Archives Relations

78 Clark, Robert L Jr. Archive-Library Relations, New York, R.R Bowker Company, 1976. 218 pp

(Author justifies American situation where' library control and management of archives and manuscripts exists on a large scale and will continue', and comments 'In a society where archival institutions, except for the very largest, are comparatively unknown, archival survival may be strongest under the wing of a powerful and well-established library)

79 Henderson, Kandy-Jane. 'Co-operation for the Future: the Manuscript Programme at the Battye Library', Archives and Manuscripts Vol 10, Dec 1982, No 2 pp 136-40.

(The J S Battye Library of West Australian History and State Archives is responsible for government and private archives and is the state legal deposit library. Author states that demands on staff, under this combined operations system, are considerable and that the institute is unable to discharge efficiently its brief to collect, arrange and preserve all historically important documents, and advise owners, e.g. businesses, on record management procedures. As the necessary huge funds are not available, author seeks solution in 'communal involvement')

80 Kukubo, R.J. 'The Future of the Archives Profession in East and Central Africa Reassessed', ECARBICA Journal Vol 3, April 1977, pp 30-42.

(Examines relations between library administrators and archivists. Fearful of library involvement in archives when archivists attracted by higher salaries tend to become 'just a specialised kind of librarian')

81 Keng Lock, R Yeah. 'The Relationship of the Malaysian National Archives and National Library', Southeast Asian Archives Vol 8, July 1975. pp 97-99.

(Factual account of the development of these two institutions, each of which operates independently but under the same department. The National Library is of later date (1972), having developed within framework of National Archives)

82 Ratcliffe, F W. 'Archival Responsibilities of University Libraries', Journal of Librarianship, 12(2) 1980, pp 71-83.

(Discusses place of university libraries "in the collection and preservation of archival resources" in the UK)

Literature

83 Sala, Kaarina. 'Archives of Literature and Art', 'Archives of Nongovernmental Provenance', Op. Cit. pp 53-57.

(Importance of these archives. Finnish Literature Archives receives 100% government support (law of 1974) and is advised and supervised by National Archives)

84 Volkova, N.E. ' Les archives de la littérature et de l'art' Archivum Vol XXIV, Proceedings of the Seventh International Congress on Archives, 1972. Munich, 1976. pp 247-79

(Report and discussion)

National Register of Private Archives

85 National Archives of India. National Register of Private Records No. II, New Delhi, National Archives of India, 1981. 212 pp.

(Based on information received from 10 Indian States, using NAI proformas, during 1971-1977. Also contains lists of major accessions at NAI. Some collections listed item by item, others with a general description of the collection)

86 Netherlands. 'Archives in the Netherlands', Factsheet on the Netherlands, Rijswijk, Ministry of Welfare, Health and Cultural Affairs, 1983. 5 pp.

(Includes information on the work of the Central Register of Private Archives housed in the same building as the General State Archives)

87 New Zealand. National Register of Archives and Manuscripts in New Zealand, Instruction Manual, Wellington , Alexander Turnbull Library, National Archives, 1981. 28 pp

(To be included in the catalogue a collection ought to contain at least ten items or one volume . Contains copies of sample entries for guidance)

88 Royal Historical Manuscripts Commission. Accessions to Repositories and reports added to the National Register of Archives 1982

London, HMSO, 1983. 71 pp.

(List of major accessions to 174 British libraries and record offices during 1982. Also list of reports added to NRA)

89 Library of Congress. National Union Catalog of Manuscript Collections Index (Cumulative) 1975-1978, Library of Congress, 1979. 521 pp.

(16th issue in series, reports 2430 collections held by 118 repositories, 44 of which report for the first time. Since beginning, description of 42,200 collections in 1076 locations has been done, indexed by approximately 440,000 references to topical subjects and personal, family, corporate and geographical names. Based on response of repositories to requests for description)

90 Caplan, D. Report of an Independent Review of the Work of the Royal Commission on Historical Manuscripts London, Civil Service Department, 1980. 66 pp

(Makes a number of recommendations for changes in the work and composition of the Commission. Advocates a 'national archive policy' in the UK. Briefly reviews archives systems in USA, Canada, France, W. Germany, Sweden and Italy)

Oral Archives

91 Kane, M. Oumar. 'Archives et Traditions Orales', Archivum. Special Vol. No 1 op. cit., pp 27-29.

(Oral archives as corrective to written history in Africa).

92 Decollogne. 'Archives et Traditions Orales', Archivum. Special Vol. No 1. op. cit., pp 30-33.

(Perceptive comments on the nature, problems and current needs of oral archives. See also discussion on following pages).

93 Saretzky, Gary D. 'Oral History in Business Archives', Archives of Nongovernmental Provenance, op. cit. pp 59-62.

(American experience)

94 Boam, Thomas L. 'Oral Genealogy','Archives of Nongovernmental Provenance,' op. cit. pp 63-66.
(Author a member of the Genealogical Society of Utah)

95 Kagombe, Maina D. 'The Impact of Oral Tradition on Developing Countries,'Archives of Nongovernmental Provenance' op. cit. pp 67-68.
(The oral tradition project of the Kenya National Archives)

96 Fogerty, James E. 'Filling the gap: oral history in the Archives' The American Archivist Vol 46, No 2, 1983 pp 148-157.
(Advice on arranging and conducting interviews. Value of filling gaps in personal papers, especially where there is poor documentation of an important phase of a person's life)

Religious Archives

97 Catholic Archives Society. Catholic Archives, Nos 1-2, 1981-2
(The Journal of the Catholic Archives Society, founded in 1979 to promote the care and preservation of the archives of the Roman Catholic Church in the United Kingdom and Eire. Contains articles about Catholic archives abroad as well as in the British Isles)

98 Kitching, Christopher. The Central Records of the Church of England: a report and survey presented to the Pilgrim and Radcliffe Trustees, London, Church Information Office, 1976 100 pp
(Report on survey of the archives of central church bodies, missionary and church societies, and religious communities, carried out 1974-5)

99 Cohen, Daniel J. 'Jewish Community and Synagogue Archives' 'Archives of Nongovernmental Provenance,' op. cit. pp9-17.
(History of archives which have been lost, and those still surviving, by the Director of the Central Archives of the Jewish People)

100 Goswamy, B.N. 'On some historical records in possession of old families of priests', The Indian Archives Vol XIX, Jan-June 1970, pp 21-29

(Author emphasises wealth of records kept by hereditary priests at centres of Hindu pilgrimage as source for social and economical history)

101 International Association for Mission Studies, 'Statement on Missionary and Church Archives', Rome, 1980, 4 pp.

(Call for action to preserve archives of missionary societies and of the churches of Africa, Asia, Latin America and Oceania, and to make them available for research)

102 Hill, Roscoe H. 'Ecclesiastical Archives in Latin America', Archivum Vol IV, Paris, 1955. pp 135-45.

(Estimates that there are thousands of ecclesiastical archives in Latin America which have never been surveyed. Some well cared for, but majority neglected and others lost, confiscated or fallen into private hands)

103 Seton, Rosemary. 'Report on the archives and manuscripts .... in the University Library of Papua New Guinea, with special reference to Missionary and Church archives', 1981 11 pp.

(Library has large holdings of Church archives and private papers. Urges need to appoint a trained and experienced archivist to arrange and describe holdings on archivally acceptable lines)

104 Suelflow, August R. Religious Archives: an introduction. Chicago, Society of American Archivists, 1980. 56 pp

(Useful introductory manual for administrators of religious archives)

105 Vrindaban Research Institute, Preserving Manuscripts in India. An appeal on behalf of the Vrindaban Research Institute, c 1975. 2 pp.

(Concerned with the many thousands of manuscripts, many of them deposited by generations of pilgrims in Vrindaban, and other religious centres, in the Braj area of Northern India, 'which are known to lie, neglected and a prey to vermin and the humid climate', or to be 'used as fuel, sold as scrap paper or permitted the luxury of an honourable grave in the earth or sacred rivers')

106 British Records Association. 'Records of Science and Technology' Report on the 49th Annual Conference of the BRA in December 1981. Archives Vol XVI, No 69, April 1983, pp 71-85.
(See also the two papers read at the Conference on pp 54-70)

107 Dolgih, F.I. 'The importance of Archives for Science and Technology', Unesco Bulletin for Libraries, Vol. XXIX, 1975, pp 68-74.

108 Kolankowski, Zygmunt. 'Archives of Research Institutions in Socialist Countries','Archives of Nongovernmental Provenance' op. cit. pp 47-49.
(Reviews records of universities, academies of science and research institutions in ministerial departments)

109 Royal Historical Manuscripts Commission. The Manuscript Papers of British Scientists 1600-1940. London, HMSO,
(Guides to Sources for British History, No 2) 109 pp
(Papers of 635 selected scientists and technologists)

110 Tirmizi, S.A.I. Guide to Records Relating to Science and Technology in the National Archives of India: A RAMP Study (PGI/82/WS/12). Paris, Unesco, 1982. 84 pp.

111 Smith, Sally. 'The work of a scientific archivist in the pharmaceutical industry', Society of Archivists Specialist Repositories Groups News New Series No 2, June 1983 pp 6-7

Select List of French Publications

Samaran, Charles. Le Chartrier de la Tremoille, Paris, Archives nationales, 1930, 43p.

Gille, Bertrand. 'Les Archives des entreprises', Revue Historique, 1952, pp 185-204.

Gille, Bertrand. 'Les archives privées et économiques', Gazette des Archives, n°20, 1956, pp 24-43.

Gille, Bertrand. Etat Sommaire des Archives d'Entreprises aux Archives Nationales, tome I, 1957, 153p.

Bautier, Robert-Henri et Vallée-Karcher, Aline. Les Papiers de Sully, Paris, Arch. Nat., 1959, 91p.

Antoine, Michel et Lanhers, Yvonne. Les Archives d'Ormesson, Paris, Arch. Nat., 1960, 119p.

Saint-Exupéry, Simone de et Tourtier, Chantal de. Les Archives du Maréchal Ney, Paris, Arch. Nat., 1962, 250p.

d'Huart, Suzanne. Les Archives Daru, Paris, Arch. Nat., 1962, 414p.

Gille, Geneviève. 'Les Archives Privées', Revue Historique, 1965, pp 29-46.

Gille, Geneviève et d'Huart, Suzanne, Les Archives Murat, Paris, Arch. Nat., 1967, 302p.

d'Huart, Suzanne, Le Chartrier d'Uzès, Paris, Arch. Nat., 1968, 300p.

Brot, Isabelle. Les Archives de l'Agence Havas, Paris, Arch. Nat., 1969, 270p.

Gille, Bertrand et Geneviève,'Les Archives Privées et économiques', Manuel d'Archivistique, Paris, Arch. Nat., 1970, pp 401-433.

Marquant, Robert. Les Archives Sieyès, Paris, Arch. Nat., 1970, 128p.

d'Huart Suzanne, Les archives Rohan-Bouillon, Paris, Arch. Nat., 1970, 245p.

Vidalenc, Jean. 'Les Archives d'entreprises et leur intérêt pour l'Histoire', Gazette des Archives, n° 73-74, 1971, pp 83-91.

Tourtier-Bonazzi, Chantal de. Les Archives Marine, Paris, Arch. Nat., 1972, 449p.

Tourtier-Bonazzi, Chantal de et d'Huart, Suzanne. Archives Nationales Archives Privées, État Général des Fonds de la Série AP, 1 à 315 AP Paris, Arch. Nat., 1973, 426p.

d'Huart, Suzanne. 'Les Archives Privées Aux Archives Nationales', Gazette des Archives, n° 85, 1974, pp 79-88.

Chassin du Guerny, Yves. Le Chartrier de Castries, Paris, Arch. Nat., 1975, 418p.

d'Huart, Suzanne. Archives de la Maison de France, Branche d'Orléans, Paris, Arch. Nat., 3 vols., 1976-1979-1980, pp. 460-364-81.

Brot, Isabelle. Etat Sommaire des Archives d'Entreprises Aux Archives Nationales, Tome II, Paris, Arch. Nat., 1977, 334p.

Tourtier-Bonazzi, Chantal de et Pourcelet, François. Guide des Papiers des Ministres et Secrétaires d'Etat de 1871 à 1974, Tome 1, Paris, Arch. Nat., 1978, 185p.

Tourtier-Bonazzi, Chantal de. Les Archives Napoléon, État Sommaire, Paris, Arch. Nat., 1979, 81p.

Brot, Isabelle. 'Les Archives de France et les Archives d'Entreprises' Gazette des Archives, n° 106, 1979, pp 204-210.

Hamon, Maurice. Saint-Gobain-Pont-à-Mousson et Ses Archives Gazette des Archives, n° 106, 1979, pp 175-190.

Tourtier-Bonazzi, Chantal de. 'La Loi du 3 Janvier 1979 et les Archives Privées' Gazette des Archives, n° 107, 1979, pp 261-274.

Duchein, Michel. 'Les Archives des Syndicats et du Mouvement Ouvrier en France' Archivum, vol.XXVII, 1980, pp 80-94.

Brot, Isabelle. Les Archives d'Entreprises,Conseils Pratiques d'Organisation, Paris, Arch. Nat., 1980, 54p.

Archives Nationales, Etat Général des Fonds, Tome IV, Paris, 1980, 430p. Archives Personnelles et Familiales, pp 145-219; Archives d'Entreprises, pp 222-253; Archives de Presse, pp 254-256; Archives d'Associations, pp 257-264.

d'Huart, Suzanne. 'Les Archives Privées : Essai de Méthodologie', Gazette des Archives, n° 110, 1980, pp 167-178.

Lanhers, Yvonne. Les Archives du Château de Saint-Fargeau, Paris, Arch. Nat., 1981, 191p.

Tourtier-Bonazzi, Chantal de. Archives de Joseph Bonaparte, Roi de Naples Puis Roi d'Espagne, Paris, Arch. Nat., 1982, 128p.

Gasnault, François. Archives René Cassin, Paris, Arch. Nat., 1983, 162p.

Contributed by

M. Duchein,
Inspector-general of the French
National Archives

NAME OF INSTITUTION _____

ADDRESS _____

_____ COUNTRY _____

TITLE OF OFFICER IN CHARGE OF PRIVATE ARCHIVES _____

1. a) What is the size of holdings of private archives in your institution (in linear metres) _____

   b) Total linear metres of holdings in your institution _____

2. Does your institution acquire private archives by means of:	"YES"	"NO"
a) Purchase?	☐	☐
b) Gift?	☐	☐
c) Deposit on extended or permanent loan?	☐	☐
d) Bequest?	☐	☐
e) Transfer? (where your institution serves as the legally designated repository for certain organisation)	☐	☐

3. Does your institution have a collecting policy with regard to private archives? ☐ ☐
   If "yes", please state what this is: _____

   _____

   _____

   _____

   _____

4. Which of the following categories are acquired/collected by your institution?	"YES"	"NO"
a) Personal papers?	☐	☐
b) Autograph Collections?	☐	☐
c) Papers of families and estates?	☐	☐
d) Literary manuscripts?	☐	☐
e) Scientific manuscripts?	☐	☐

	"YES"	"NO"
f) Records of cultural organisations?	☐	☐
g) Records of scientific organisations?	☐	☐
h) Records of religious organisations?	☐	☐
i) Business records?	☐	☐
j) Records of labour organisations?	☐	☐
k) Records of colleges and universities?	☐	☐
l) Records of your own institution?	☐	☐

m) Other manuscripts or records?
Please specify. _____

_____

5. Does your institution seek to obtain copies of private archives when the originals are unobtainable? ☐ "YES" ☐ "NO"
If "yes" what media is preferred for copies:

full size copies? ☐
roll microfilm? 16mm ☐ 35mm ☐
microfiche? ☐

6. Please give approximate inclusive dating of your holdings of private archives and manuscripts _____

7. Do private archives and manuscripts in your institution contain the following categories of materials:

	"YES"	"NO"
a) Parchment/vellum	☐	☐
b) Palm leaf	☐	☐
c) Papyrus	☐	☐
d) Bark	☐	☐
e) Wood	☐	☐
f) Clay	☐	☐
g) Linen	☐	☐

h) Other non-paper materials (other than those in 8)
please specify _____

_____

8	Do private archives in your institution contain the following categories of material:	"YES"	"NO"
a)	Oral history recordings. i.e. tapes, cassettes, and records of interviews with individuals, speeches, readings etc.	☐	☐
b)	Photographs, cine films, videotapes, microforms.	☐	☐
c)	Maps, charts, plans etc.	☐	☐
d)	Copies of published works.	☐	☐
e)	Machine-readable items.	☐	☐
f)	Other miscellaneous categories (please specify) _____	☐	☐

_____

9.	Does your institution maintain a register of private accessions (or a similar system) recording:	"YES"	"NO"
a)	Date of accession	☐	☐
b)	Whether gift, purchase, loan or transfer	☐	☐
c)	Provenance	☐	☐
d)	Restrictions on access.	☐	☐
e)	Copyright position	☐	☐
f)	Size of accession	☐	☐
g)	Physical state of accession and whether fumigation of repair is required.	☐	☐
h)	Brief description of contents.	☐	☐
i)	Whether any material transferred to another section	☐	☐
j)	Other information? Please specify _____	☐	☐

_____

10.	Are private archives or manuscripts from the same source kept together in your institution or arranged with other papers of the same size, subject matter or language?	"YES"	"NO"
		☐	☐

_____

_____

11. Are private archives in your institution arranged and described:

	"YES"	"NO"
a) By a qualified archivist?	☐	☐
b) By another person?	☐	☐

Please specify _____

_____

12. Does your institution allow access to unlisted or catalogued private archives in its care?

	☐	☐

13. What forms of finding aids to private archives are in use in your institution:

a) Inventory or summary list ☐

b) Descriptive list (when the unit is a file, bundle or volume) ☐

c) Catalogue, or item by item description. ☐

d) Calendar ☐

e) Card Catalogue ☐

f) Indexes ☐

g) Other forms? ☐
Please specify _____

_____

h) Please give details of any published guide/s to private archives in your institution _____

_____

_____

_____

14. Storage of private archives and manuscripts

Do the following conditions apply to the storage of private archives in your institution?

	"YES"	"NO"
a) Are private archives and manuscripts kept separately from other holdings in your institution?	☐	☐
b) Does the area, occupied by private archives, have continuous air-conditioning and humidity control?	☐	☐

	"YES"	"NO"
c) Are there windows in the storage area? If "yes" are measures taken to prevent direct sunlight from entering through the windows?	☐ ☐	☐ ☐
d) Are measures taken to keep storage area free from pests? If "yes" what methods are used _____	☐	☐
e) Are precautions taken against fire? If "yes" please specify _____	☐	☐
f) Are precautions taken against flood? If "yes" please specify _____	☐	☐
g) Are precautions taken against theft? If "yes" please specify _____	☐	☐

15. Estimate percentage of private archival holdings stored in:

a) Acid-neutral folders or boxes _____

b) Non-archival containers _____

c) Wrapped bundles _____

d) Other(please specify) _____

_____

16. Are private archives and manuscripts in your institution stored:	"YES"	"NO"
a) On steel shelving	☐	☐
b) In steel cabinets	☐	☐

c) Other(please specify) _____

_____

_____

	"YES"	"NO"
17. Do members of the public consult private archives in a supervised reading room?	☐	☐
18. Is conservation work carried out on private archives in the care of your institution?	☐	☐

If "yes" which of the following methods are used?

a) Traditional or Florentine technique? ☐

b) Lamination ☐

c) Encapsulation ☐

d) Other ☐
Please specify _____

_____

19. Does your institution have any of the following conservation facilities:	"YES"	"NO"
a) Vacuum fumigator or similar equipment?	☐	☐
b) Humidification chamber/equipment	☐	☐
c) Specialised cleaning equipment.	☐	☐
d) Deacidification equipment	☐	☐
e) Thermoplastic laminator	☐	☐
f) Hand lamination equipment and supplies	☐	☐
g) Encapsulation equipment and supplies	☐	☐
h) Leaf-casting equipment	☐	☐
i) Binding equipment	☐	☐

j) Other(please specify) _____

_____

20. What restrictions are placed on access to private archives in your institution, either at the request of the donor or depositor, or by policy decision of your institution? (Other than copyright restrictions - see below) _____

_____

_____

_____

21 What is the policy of your institution with regard to requests from scholars, other institution etc,:

a) for copies from private archives and manuscripts in your care? _____

_____

_____

b) Requests to publish extracts from the private archives and manuscripts in your care? _____

_____

_____

22. Does your institution offer advice to private owners of archives and manuscripts on:

	"YES"	"NO"
a) Suitable repositories to deposit their archives?	☐	☐
b) Preservation?	☐	☐
c) Arrangement?	☐	☐
d) Other matters (please specify) _____	☐	☐

_____

_____

23. Does your institution:

	"YES"	"NO"
a) Carry out conservation work for private owners of archives and manuscripts?	☐	☐
b) Arrange and describe private holdings?	☐	☐

24. What legislation, affecting private archives, exists in your country in respect of:

a) A central registry of private archives? _____

_____

b) Acquisition of private archives by public or other repository? _____

_____

c) Access to private archives? _____

_____

d) Controls on exports? _____

_____

e) Other matters (please specify) _____

_____

_____

	"YES"	"NO"
25. a) Is there a central registry of private archives (or its equivalent) in your country. If "yes" please give details _____	☐	☐
_____		
_____		
b) Is there a published guide to private archives in your country? If "yes" please give details _____	☐	☐
_____		

	"YES"	"NO"
26. a) Are relations between repositories in your country generally harmonious as far as the acquisition of private archives is concerned?	☐	☐
b) Is the splitting-up of private archives, between different institutions, avoided?	☐	☐

27. a) In your opinion is the general situation in your country, in respect of private archive administration satisfactory?	☐	☐

b) Which of the following would you select for special concern?

(i) Physical state of private archives ☐

(ii) Storage and custody ☐

(iii) Arrangement and finding aids ☐

(iv) Access ☐

28. Of the following categories of private archives which do you consider to be neglected:

a) Personal papers ☐

b) Papers of families and estates ☐

c) Literary manuscripts ☐

d) Scientific manuscripts ☐

e) Records of cultural organisations ☐

f) Records of scientific organisations ☐

g) Records of religious organisations ☐

h) Business records ☐

i) Records of labour organisations ☐

j) Records of colleges and Universities ☐

k) Other (please specify) _____

_____

		"YES"	"NO"
29.	Is private archive administration included in training courses for archivists in your country?	☐	☐

30. What suggestions would you make, if any, for the improvement of private archives administration in your country? _____

_____

_____

_____

RAMP and Related Documents

1. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Working Document (PGI/79/WS/1). Paris, Unesco, 1979. 19 p. Available also in French.

2. Unesco. General Information Programme. Expert Consultation on the Development of a Records and Archives Management Programme (RAMP) Within the Framework of the General Information Programme, 14-16 May 1979. Paris, Final Report (PGI/79/WS/II). Paris, Unesco, 1979. 36 p. Available also in French.

3. Manning, Raymond, Gilberte Pérotin and Sven Welander, comps, and eds. Guide to the Archives of International Organizations. Part I. The United Nations System. Preliminary version (PGI/79/WS/7). Paris, 1979. 301 p.

4. Cook, Michael. The Education and Training of Archivists -- Status Report of Archival Training Programmes and Assessment of Manpower Needs (PGI/79/CONF. 604/COL.2). Paris, Unesco, 1979. 71 p. Available also in French

5. Delmas, Bruno. The Training of Archivists -- Analysis of the Study Programme of Different Countries and Thoughts on the Possibilities of Harmonization (PGI/79/CONF. 604/COL.1). Paris, Unesco, 1979. 75 p. Available also in French.

6. Unesco. Division of the General Information Programme. Meeting of Experts on the Harmonization of Archival Training Programmes, 26-30 November, Paris, 1979. Final Report (PGI/79/CONF. 604/COL.7). Paris, Unesco, 1980. 18 p. Available also in French.

7. Roper, Michael. Democratic Republic of the Sudan: Establishment of a Technical Training Centre in Archival Restoration and Reprography (FMR/PGI/80/180). Paris, Unesco, 1980. 31 p.

8. Kecskeméti, Charles and Evert Van Laar. Model Bilateral and Multilateral Agreements and Conventions Concerning the Transfer of Archives (PGI/81/WS/3) Paris, Unesco, 1981. 34 p. Available also in Arabic, French, Russian and Spanish.

9. Silva, G.P.S.H. de. A Survey of Archives and Manuscripts Relating to Sri Lanka and Located in Major London Repositories (PGI/81/WS/4). Paris, Unesco, 1981 100 p.

10. Borsá, Iván. Feasibility Study on the Creation of an Internationally Financed and Managed Microfilm Assistance Fund to Facilitate the Solution of Problems involved in the International Transfer of Archives and in Obtaining Access to Sources of National History Located in Foreign Archives (PGI/81/WS/7). Paris, Unesco, 1981. 31 p. Available also in Arabic, French, Russian and Spanish.

11. White, Brenda. Archives Journals: A Study of their Coverage by Primary and Secondary Sources. (RAMP Studies and Guidelines). (PGI/81/WS/10. Paris, Unesco, 1981. 72 p. Available also in French

12. Pieyns, Jean. Feasibility Study of a Data Base on National Historical Sources in Foreign Repositories (PGI/81/WS/24). Paris, Unesco, 1981. 66 p. Available also in French.

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13. Weill, Georges. The Admissibility of Microforms as Evidence: A RAMP Study (PGI/81/WS/25). Paris, Unesco, 1982. 84 p. Available also in French and Spanish.

14. Hull, Felix. The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines (PGI/81/WS/26). Paris, Unesco, 1981. 64 p. Available also in French and Spanish.

15. Cortés Alonso, Vicenta. Perú: Sistema Nacional de Archivos y Gestión de Documentos: RAMP Proyecto Piloto (FMR/PGI/81/110). Paris, Unesco, 1981. 56 p. Available also in English.

16. Crespo, Carmen. Republic of Argentina: Development of a Regional Demonstration and Training Centre at the School for Archivists, University of Cordoba (FMR/PGI/81/116 E). Paris, Unesco, 1981. 28 p. Available also in Spanish.

17. Ricks, Artel. Republic of the Philippines: RAMP pilot project for the establishment of a regional archives and records centre. (FMR/PGI/81/158). Paris, Unesco, 1981. 49 p.

18. Evans, Frank B. The Republic of Cyprus: Development of an archival and records management programme (FMR/PGI/81/166). Paris, Unesco 1981. 64 p.

19. Unesco. General Information Programme. Survey of Archival and Records Management Systems and Services 1982 (PGI/82/WS/3). Paris, Unesco, 1982. Available also in French.

20. Rhoads, James B. The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management: A RAMP Study (PGI/82/WS/4). Paris, Unesco, 1982. 95 p. Available also in French and Spanish.

21. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Working Document (PGI/82/WS/6). Paris, Unesco, 1982. 31 p.

22. White, Brenda. Directory of Audio-Visual Materials for Use in Records Management and Archives Administration Training (PGI/82/WS/8). Paris, Unesco, 1982. 71 p.

23. Tirmizi, S.A.I. Guide to Records Relating to Science and Technology in the National Archives of India: A RAMP Study (PGI/82/WS/12). Paris, Unesco, 1982. 84 p.

24. Cook, Michael. Guidelines for Curriculum Development in Records Management and the Administrations of Modern Archives: A RAMP Study (PGI/82/WS/16). Paris, Unesco, 1982. 74 p. Available also in Spanish.

25. Unesco. Division of the General Information Programme. Second Expert Consultation on RAMP (RAMP II) Berlin (West), 9-11 June 1982. Final Report (PGI/82/WS/24). Paris, Unesco, 1982. 54 p. Available also in French and Spanish

26. Evans, Frank B. Malaysia: Development of the Archives and Records Management Programme (FMR/PGI/82/110). Paris, Unesco, 1982. 54 p.

27. Ricks, Artel. Philippines: RAMP Pilot Project for the Establishment of a Regional Archives and Records Centre (Report No.2) (FMR/PGI/82/161). Paris, Unesco, 1982. 24 p.

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28. Evans, Frank B. Writings on Archives Published by and with the Assistance of Unesco: A RAMP Study (PGI-83/WS/5). Paris, Unesco, 1983. 33p.

29. Evans, Frank B. and Eric Ketelaar. A Guide for Surveying Archival and and Records Management Systems and Services: A RAMP Study (PGI-83/WS/6). Paris, Unesco, 1983. 70p. Available also in French and Spanish.

30. Rhoads, James B. The Role of Archives and Records Management in National Information Systems: A RAMP Study (PGI-83/WS/21). Paris, Unesco, 1983. 56p. Available also in French.

31. Kula, Sam. The Archival Appraisal of Moving Images: A RAMP Study with Guidelines (PGI-83/WS/18). Paris, Unesco, 1983. 130p.

32. Hildesheimer, Francoise. Guidelines for the Preparation of General Guides to National Archives: A RAMP Study (PGI-83/WS/9). Paris, Unesco, 1983. 67p.

33. Duchein, Michel. Obstacles to the Access, Use and Transfer of Information from Archives: A RAMP Study (PGI-83/WS/20). Paris, Unesco, 1983. 80p. Available also in French.

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